

IV. RECORDS RETENTION SCHEDULE

REAL ESTATE COMMISSION
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-39

This Schedule Lists Only Those Records
Created and Used by the

Real Estate Commission

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Real Estate Commission

Item No.	Description	Retention
1.	<p><u>APPLICATIONS CARD FILE:</u></p> <p>This alphabetical index to item 3 below is divided into four (4) sections:</p> <ul style="list-style-type: none"> a. Brokers b. Associate Brokers c. Salesmen d. Trade Names <p>Important background data reflecting the history of the person or agency is noted here.</p>	Retain permanently.
2.	<p><u>CASE INDEX CARD FILE:</u></p> <p>There are four (4) card series:</p> <ul style="list-style-type: none"> a. Application Hearings b. Closed Cases c. Cases on Appeal d. Open Cases <p>Each 5" x 8" card contains the name of the person or company against whom a complaint has been registered, type of audit, and a summation of events in chronological sequence.</p>	Retain for fifty (5) years after final settlement, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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No.	Description	Retention
3.	<p><u>APPLICATION FILE:</u></p> <p>Contains all records relating to the licensing and renewal of brokers, associate brokers and salesmen. Included are grade reports, credit reports, completed applications, correspondence and original licenses.</p>	<p>Retain Cancelled Folders for three (3) years after date of cancellation, then destroy. Retain Brokers and Salesmen Failures for three (3) years after date of last application, then destroy. All others for three (3) years after date of last renewal, then destroy.</p>
4.	<p><u>REAL ESTATE COMMISSION CASES:</u></p> <p>Separated into three groups: Open Cases, Closed Cases and Appeals and Court Hearings. All or some of the below listed documents may be found in each section.</p> <ul style="list-style-type: none">a. Correspondenceb. Picturesc. Appeals Documentsd. Answers to Appealse. Findings of factf. Legal Memorandag. Copies of Real Estate Commission proceedings <p>Included in the Open Cases are those documents pertaining to cases under investigation. When a decision has been made by the Commission and not appealed, the case file is transferred to the Closed Case Section. If the decision is appealed, the case file is placed in the Appeals and Court Hearings section until a final settlement is reached, whereupon it is returned to the Closed File section.</p>	<p>Retain in office for two (2) years after final settlement. Retain in a State Records Center for eight (8) years, then destroy.</p>
5.	<p><u>REGULATIONS FILE:</u></p> <p>Current Real Estate Commission Regulations, rough drafts and correspondence with various committees are included here.</p>	<p>Retain regulations until superseded or rescinded, then destroy.</p>
6.	<p><u>LICENSING CORRESPONDENCE FILE:</u></p> <p>Correspondence concerned with difficulties arising from the licensing function of the Commission is filed here. Upon settlement of the problem, if the decision is favorable to the applicant, the correspondence is placed with the applicant's file. If the license application is disapproved, the correspondence is returned to applicant.</p>	<p>No action required since correspondence is returned or merged with another record series.</p>